

PERSONAL INFORMATION

Gemma Baccini



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WORK EXPERIENCE

02/2015–Present

Translator and Tunisian Arabic teacher

Freelance, Online

- Translation of various documents from literary Arabic to Italian, French, and English.
- Translation and transcription of interviews, videos, speeches from Maghrebi Arabic to French, Italian or English. Chuchotage or consecutive interpreting.
- Translation and implementation of subtitles using software like Aegisub.
- Teaching of Tunisian Arabic on the online platform Apprentus.

12/12/2018–15/02/2019

Linguistic Consultant

Doc House (Arts' Lab), Tunis (Tunisia)

- Translation of projects' description from French to English.
- Drafting of Doc House's development strategy for the years 2018-2020 from audio files in Tunisian Arabic to English.
- PowerPoint presentation of the strategy according to donor guidelines.

01/03/2018–30/11/2018

Program Coordinator

enpact e.V., Berlin (Germany)

Based in Tunisia:

- Logistic organization of workshops and conferences. Responsible for visa application procedures.
- Assistance in the creation of the contents of trainings' and workshops' programs.
- Management of a large network of partners (civil society associations, governmental organizations, and donors).
- Financial administration of the budget for the events and mobility of mentors and participants.
- Accompanying entrepreneurs in startups creation.
- Qualitative reporting of projects.
- Promotion of the organization's activities on social networks and participation in events focused on startups development in Africa.
- Translation of documents in Arabic, French and English.

01/04/2017–09/08/2017

General Assistant

tuniso-Italian Chamber of Commerce and Industry, Tunis (Tunisia)

- Management of new Newsletter project and writing of its main sections.
- Support for conferences and B2B events organization.
- Support to the organization of delegations of Tunisian entrepreneurs participating in fairs and exhibitions in Italy.

- Support for the writing of projects and for fundraising activities.

24/11/2016–07/03/2017

Consultant for the project “Strengthening AIHR’s capacities in Human Rights Education to ensure its Role, Effectiveness and Programs Sustainability”

Arab Institute for Human Rights, Tunis (Tunisia)

- Coordination of a trilingual database on human rights and citizenship education. Data collection at the international and regional level.
- Support in program design and organization of the regional conference "Knowledge Development in Human Rights and Citizenship: New Issues, Innovation and Good Practices".
- Travel Organization of participants and monitoring of travel and accommodation expenses.
- Follow-up of the activities of the citizenship clubs for the children of Dar Essaida.

30/05/2016–06/06/2016

Interpreter

Ness El Fen, Tunis (Tunisia)

- Accompaniment of the Italian (Arciragazzi) and French (ACIV Beauvais) participants in the activities of the project "Towards an eco-citizenship active and supportive" within the framework of the program Unit Euromed Youth IV Tunisia.
- Simultaneous translation from Arabic to Italian and French during Cinema classes and presentations.

01/02/2016–12/06/2016

Project Assistant internship

Arab Institute for Human Rights, Tunis (Tunisia)

- Follow-up and coordination of a large network of journalists and representatives of civil society to organize the participation of the AIHR and its partners in the International Book Fair of Tunis.
- Logistical and financial support for the participation of the IADH in the International Book Fair of Tunis and supervision of the stand.
- Organization of dar Essaida Open Days.
- Translation and revision of communication documents.
- Managing the participation of foreign guests in conferences and trainings.
- Support for writing activities reports.

11/03/2013–15/11/2014

Interpreter

Darijaphone, Paris (France)

Interpreter from Italian to French and from French to Italian in citizenship trainings for foreigners and inside Aubervilliers police station.

EDUCATION AND TRAINING

07/09/2015–18/11/2016

Master in International and Intercultural Negotiation

Université d'Aix-Marseille, Aix-en-Provence (France)

12/09/2014–12/03/2015

Intensive Cours of Modern Standard Arabic (advanced)

Institut Bourguiba des Langues Vivantes, Tunis (Tunisia)

30/06/2014–04/07/2014

Summer School TOMidEAST : Political Changement and Continuity in the Middle East

University of Turin, Turin (Italy)

16/10/2012–18/09/2014

Master in Oriental Languages and Civilizations (Arabic)

Institut National des Langues et Civilisations Orientales, Paris (France)

24/09/2008–26/10/2011 **Bachelor degree in Languages and Civilizations of the Mediterranean and the Middle East**
Ca' Foscari University, Venice (Italy)

11/07/2010–05/08/2010 **Certificate of Modern Standard Arabic (advanced)**
Ahlan Egypt, Alexandria (Egypt)

PERSONAL SKILLS

Mother tongue(s) Italian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Arabic	C1	C1	C1	C1	C1
Diplome d'Arabe Moderne Standard					
French	C2	C2	C1	C1	C1
TCF					
English	C1	C1	C1	C1	C1
German	A1	A1	A1	A1	A1
Spanish	B1	B1	A2	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- I speak fluently the Tunisian dialect and I understand the majority of the other Arabic dialects.
- Good command of marketing writing techniques and promotional campaigns on social networks.
- Good communication skills in multicultural contexts.
- Good listener.
- Administrator and writer of a Facebook page about Tunisian Dialect learning.

Organisational / managerial skills

- Good tasks organization skills gained through the freelance activity and the use of visual planning software like Asana.
- Ability to manage teams and transmit commitment and passion.
- Ability to reinforce and create team spirit through meditation.
- Team player.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid